

1 **Rule 11-513. Committee clerk.**

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3 (a) **Confidentiality and Immunity.** The Committee clerk is subject to the
4 confidentiality requirements of [Rule 11-561](#) and the [immunity provisions of Rule](#)
5 [11-540](#).

6 (b) **Responsibilities.** The clerk is responsible for:

7 (1) handling the Committee's administrative affairs;

8 (2) accepting documents filed with the Committee;

9 (3) handling screening panel calendars;

10 (4) giving notice to persons whose attendance is requested;

11 (5) notifying the Complainant, the Respondent, and the OPC of the times
12 and dates their matters will be heard;

13 (6) notifying the Complainant, the Respondent, and the OPC of the
14 disposition of each matter; and

15 (7) otherwise performing or providing the secretarial and administrative
16 functions of the Committee and screening panels.